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545

8 January 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. MANAGEMENT TRAINING

1. GENERAL

With the chalk-boards and cork-boards having been installed in two of our four "team" rooms, our new quarters are close to being completely furnished.

2. SMS(P)

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B. ADMINISTRATIVE TRAINING

1. ADMINISTRATIVE PROCEDURES

On 5, 6, 7, and 8 January 1971 an Administrative Procedures tutorial was given to [REDACTED] from DO Division who is departing the area on Thursday, 14 January 1971, on a rotational assignment.

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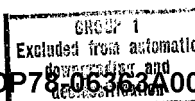
2. CLERICAL TRAINING

a. APPLICANT TESTING

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Mr. [REDACTED] Chief, Recruitment Division, Office of Personnel, has expressed dissatisfaction with the testing done by the

SECRET



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United States Employment Service in many of its field offices and has decided that it is advisable to have the Agency clerical recruiters prepared to test applicants at the time of their interviews. Mr. [REDACTED] have secured test material, instruction on test administration, and test scoring data from the Clerical Training Faculty. Both of these recruiters are prepared to give the Short Employment Test, a 5-minute typewriting test, and dictation at 80 words a minute for three minutes. The men were grateful to our staff for assistance; no doubt we will be receiving similar requests from other recruiters.

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b. CHANGES IN THE EOD BRIEFING SCHEDULE

In a memorandum dated 5 January 1971, Miss [REDACTED] Chief, Clerical Staffing Branch, Office of Personnel, sent the Clerical Training Faculty a copy of the revised briefing schedule for new clerical employees. This schedule had been reorganized at the request of Mr. [REDACTED] Chief, Staff Personnel Division, Office of Personnel, in an effort to condense the time allotted to the program. [REDACTED] Deputy Chief of the Clerical Training Faculty was consulted by Miss [REDACTED] at the time the schedule was rewritten. Mrs. [REDACTED] presents a briefing on Tuesday of each week and other members of this Faculty conduct entrance-on-duty tests for the incoming personnel on Tuesdays. The new schedule became effective on 4 January 1971.

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[REDACTED]
Chief, Support School, TR

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